

# Civil Service Commission Minutes

Cincinnati, Ohio

July 14, 2011

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, July 14, 2011. Commissioners in attendance were Mr. James Robinson, Chairman; Ms. Deborah Gaines and Mr. Robert Braddock. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the June 23, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved as written.

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## HEARINGS

At the request of the Union, a continuance has been granted for LaNita McDonald concerning her suspension and dismissal from the Public Services Department.

## ELIGIBLE LISTS

- Public Work Inspector 2 (MSD) – promotional
- Senior Support Specialist (Board of Education) – promotional

## SPECIAL EXAMINERS

- Kathy Rahtz and Jerry Weimer for the Senior Engineering Technician exam
- Katherine Jamriska and Mike Tyree for the Laboratory Technician 3 (Water Works) exam
- James Riegler and Ken Stith for the Electrical Maintenance Worker 3 exam

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## HEALTH

### **Request from the Health Department for the promotion without exam of Jamie Wilmath from a Sanitarian in Training to a Sanitarian**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Wilmath has received her certification.

## METROPOLITAN SEWER DISTRICT

### **Request from the Metropolitan Sewer District for the exceptional appointment of Eric Saylor as a Principal Engineer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Saylor is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the exceptional appointment of Jean Bechtold as a Supervising Real Property Specialist**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Bechtold is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the transfer of Jason Sierschula from the Recreation Department as a Civil Engineering Technician 2**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

**TRANSPORTATION AND ENGINEERING**

**Request from the Department of Transportation and Engineering for the exceptional appointment of Heather Lo as a Graphic Designer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Lo is qualified and the Commission previously approved this title for exceptional appointment.

**PUBLIC SERVICES**

**Request from the Public Services Department for the exceptional appointment of Bobby Lester and Brandon Smith as Electrical Maintenance Helpers**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they are qualified and the Commission previously approved this title for exceptional appointment.

**CITY MANAGER'S OFFICE/ECONOMIC DEVELOPMENT**

**Request from the Economic Development Division for the promotion without exam of Diane Powers from a Management Analyst to a Senior Management Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Powers has successfully completed three years of service as a Management Analyst and she meets the qualifications.

**Request from the Economic Development Division for the title change of Mark Walker from a Graphic Designer to an Administrative Specialist (Marketing Specialist)**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the title change.

**Request from the Economic Development Division for the title change of Diane Powers from Senior Management Analyst to Senior Administrative Specialist (Management Analyst)**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the title change.

**EMERGENCY COMMUNICATION CENTER****Request from the Emergency Communication Center for the transfer of Andrew Yenco from the Police Department as a Computer Programmer Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

**WATER WORKS****Request from the Water Works Department for the promotion without exam of Brian Haggard from a Plant Operator 2 with Class I license to a Plant Operator 2 with a Class 2 license**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Haggard has received his licensure.

**Request from the Water Works Department for the exceptional appointment of Jason Fleming from a Supervising Engineer to a Principal Engineer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Fleming is qualified and the Commission previously approved this title for exceptional appointment.

**BOARD OF EDUCATION****Request from the Board of Education for the permanent appointment of Donna Jenkins as a Customer Relations Representative**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Jenkins has served as an emergency appointment employee for two years, no eligible list exists, and she has served the required probationary period.

<b>AGENDA ITEMS</b>
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**Request from Vernon Dann to appeal his rejection from the Environmental Safety Specialist exceptional appointment process**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Dann does not meet the minimum qualifications.

**Request from Sarah Petersen for an alternate exam date for the Administrative Technician promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Commission rules allow for alternate test dates due to injury or illness and religious observance.

**Request from Sheila Brandy for an alternate test date for the Administrative Technician promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Commission rules allow for alternate test dates due to injury or illness and religious observance.

**Request from Thomas Reid Jr to appeal his rejection from the Emergency Services Dispatch Supervisor promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Sergeant Reid does not meet the minimum qualifications for the promotional exam.

**Request from Joseph Scharff to submit a late application for the Traffic Aids Worker (Article XX) promotional exam**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the promotional announcement was not posted in Mr. Scharff's work area.

**Request from Lonnie Jones to submit a late application for the Fire Lieutenant promotional exam**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Jones was off work due to injury during the entire sign up period.

**Request from the Board of Education to extend the Support Specialist open eligible list**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that there are still viable candidates on the list and the law allows for extensions of lists not to exceed a total of 2 years.

**Request from Barbara Boylan to appeal her layoff from the Health Department**

After review and discussion, the Commission denied the request to place you in the classification of Supervising Health Counselor in lieu of layoff. The decision was based on the fact that the Supervising Health Counselor position had been approved by the Commission on April 28, 2011 to be filled through the exceptional appointment process based on the recommendation of the City's Health Commissioner that the position was added to the Health Department and is grant funded because of the high incidence of syphilis in the greater Cincinnati area.

**Request from Marty Morehead to address the Commission concerning the promotion in the Recreation Department**

After review and discussion, the Commission made no change to the promotion without exam. The decision was based on the fact that the employee met the minimum qualifications. The Commission has ordered that a promotional exam be given immediately for the classification of Facility Maintenance Specialist to fill any upcoming vacancies within the City of Cincinnati.

**Request from the Metropolitan Sewer District to add a Supervising Engineer position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title.

**Request from the Department of Transportation and Engineering to add a Civil Engineering Technician 3 position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title and the deletion of an Accounting Technician 2.

**Request from the Health Department to add a Medical Assistant (CRR) position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title and the deletion of a Clerk 2.

**Request for approval of new and/or revised classification specifications**

- Customer Relations Representative (Board of Education) – open
- Asst Supervisor of Water Customer Service – promotional
- Senior Administrative Specialist (Management Analyst) – open
- Administrative Specialist (Marketing Specialist) – open

**Information Items**

Disqualification Criteria for Assistant Operator and Dispatcher

Request from the Metropolitan Sewer District to use the exceptional appointment process to fill the Supervising Engineer classification through December 2011.

AFSCME Arbitration Proceeding – Opinion and Award re: 2009 Layoff of Computer Operator 2s in the Enterprise Technology Solutions Department (formerly Regional Computer Center).

**Information Item from June 23, 2011**

Request from the Board of Education to use the exceptional appointment process to fill the following classifications:

- Heating, Ventilation and Air Conditioning (HVAC) Technician Assistant
- Level II Heating, Ventilation and Air Conditioning (HVAC) Controls Technician
- Level II Heating, Ventilation and Air Conditioning (HVAC) Chiller Technician

**Information Item from May 26, 2011 – APPROVED**

Request from the Water Works Department to use the exceptional appointment process to fill a Supervising Management Analyst position. This item will be held for 45 days for questions or concerns.

**Pending:**

Laboratory Technician Classification decision  
Curtis Lindsey

**Appeals to be scheduled:**

Joseph Lee  
James Roper  
Augusta Steele  
Anthony Arnold  
Charles Martin II  
Alfred Brewster  
Veno Mitchell  
Steve Byrne  
Vaughn Harrison  
Whitney Mobley  
David Johnson  
Anthony Harper  
Jasmine Wright  
James Roper